

HOMELAND SECURITY GRANT PROGRAM

DELAWARE HOMELAND SECURITY TERRORISM PREPAREDNESS WORKING GROUP MEETING MINUTES

APRIL 8, 2013

1. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:45 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. DHSTPWG Meeting Minutes from February 11, 2013
 - c. Homeland Security Grant Program Planner Report Funding Summary, April 8, 2013
 - d. Homeland Security Grant Program Purchasing Report from April 8, 2013
 - e. Training and Exercise Subcommittee Meeting Minutes from March 12, 2013
 - f. Funding Subcommittee Meeting Minutes from March 11, 2013
 - g. Discipline Presentations Guideline, April 8, 2013
2. February 11, 2013 minutes were reviewed and approved. (**Motion: Allen Metheny; Second: Robert Newnam, Passed Unanimously**)
3. **Old Business**
 - a. **Subcommittee Reports**
 - 1) ***Training and Exercise Subcommittee*** – (Robert Newnam, Chairman) – Robert Newnam, Delaware State Fire School, briefed the T&E Subcommittee meeting minutes for March 11, 2013 was provided as part of the handouts. The following training requests have been approved: Law Enforcement requested expenditures of \$2,052.52 to send one DSP SORT team to attend the Baltimore County Police Basic Sniper Course, Fire Service requested expenditures of \$4,212.48 to send Kent Technical Rescue Team members to the Middlesex County Fire Academy, DNREC requested expenditures of \$660.00 to fund the travel costs of an instructor for the Delaware Hazardous Material Training Workshop, DTI requested expenditures of \$4,791.00 to allow two Disaster Recovery Specialists to attend the Disaster Recovery International Conference, DTI requested expenditures of \$32,152.59 to allow 25 Continuity Coordinate and Plan Builders to attend Business Continuity Planning. The FY2013 Exercise schedule has been developed. And, the financial statement was presented to the subcommittee. The chairman noted that FY10 funded projects must be completed by July 31, 2013. The next meeting is scheduled for April 3, 2013 at 8:30 a.m. at the Delaware State Fire School.
 - 2) ***Funding Subcommittee*** – (Allen Metheny, Chairman) – Allen Metheny, Delaware Volunteer Firefighter's Association (DVFA), briefed with regards to FY2010 that the subcommittee work was mostly done with the exception of possible cost savings. The following reallocations were approved:

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The Hazmat and Public Health Disciplines requested reallocation of \$78,529.61 from Patient Tracking to Hazmat Replenishment. The Public Works Discipline requested reallocation of \$1,448.89 from the funding freed up in FY10 from PH. The reallocation was needed due to a cost overrun. The Law Enforcement Discipline requested reallocation of \$2,984.16 from the State Enhance Tactical Team budget line to cover a cost overrun in the State PPE budget line. The Law Enforcement Discipline requests reallocation of \$1000.00 from the Local PPE budget line to cover the remaining cost to have local Mobile Command Post upgrades completed. The Government Administrative Discipline requested reallocation of the FY12 planning funding to the following project: Fenwick Island (\$5,000.00) to install concrete slab for a generator and fuel tank, Town of Milton (\$30,000.00) for fencing and cameras for public works areas, Town of Felton (\$42,000.00) for security enhancements for public water supply, and City of Dover (\$5,000.00) for a portable generator. A motion passed to maintain the server for the Responder ID System for another year.

b. **Equipment Procurement Progress (FY2010-FY2012)**

The remaining balance for all open grant years is \$10,906,124.92. With regards to FY2010 there is \$2,875,712.92 remaining. The remaining funding is on target to meet the grant deadline if sub-grant reimbursements and outstanding orders are processed on time. Clearinghouse approval and State closure in fiscal processing impacts the procurement timeline also. FY2011 and FY2012 will close out on August 30th 2014.

c. **Equipment Distribution Status**

There was no report on equipment distribution at the meeting.

4. **New Business:**

- a. **Homeland Security Advisor Comments** – Kurt Reuther brief the group on the Homeland Security priorities established by the Homeland Security Advisory Council. He noted that the greatest threats to Delaware continue to be weather related events and their possible impact on the community. Terrorism, most likely scenarios would involve the use of small arms and combat style techniques utilized by homegrown violent extremists. Active Shooters are a concern nationwide. Cyber security continues to emerge and develop as a risk to the nation. The Homeland Security Advisory Council examined the priorities for 2013 within two contexts. The first was in the area of policy development. The second was in the area of grant funding priorities. Policy priorities noted were cyber security, countering violent extremism, recovery operations, refining

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homeland security budget process and collaboration. With regards to grant funding priorities, diminishing federal funding and the challenges associated with sustaining current capability while advancing new programs remains a challenge. The 2012 funding priorities remain in place for 2013. Additional focus areas for 2013 include: outreach to the community, information sharing, training and exercise, and funding. A copy of the 2013 Homeland Security Priorities document will be sent to the Working Group.

- b. **Grant Status Update** –The grant guidance for FY2013 is expected to be release in mid May with the award being announced in September. Delaware is expected to receive roughly \$2.7 million. Both FY2011 and FY2012 close out on August 30th 2014. With both grant years closing at the same time, disciplines need to focus on completing both grants. For example, planning and salaries are unlikely to be used concurrently within both grant years. Therefore, the discipline must make decisions accordingly.
- c. **Purchasing Processes** – Contracting will be more involved in determining procurement methods for items costing over \$25,000.00 that are not on an existing State contract or cooperative. This is an added step to procurement and will impact the timeline of an order. Therefore, as much lead time as possible is needed to accomplish orders prior to grant deadlines.
- d. **Discipline Presentations** – Jen Dittman provided the group an opportunity to comment on the discipline presentation package that was developed. The intent of the presentations is for awareness of what the disciplines are responsible for and may or may not be related to the Homeland Security Grant Program. A Discipline Presentation Guideline handout was provided to the Working Group.
- e. **Director Turner's Comment** – DEMA has had good programmatic and fiscal audits over the last five years. A Programmatic audit was scheduled. However, the Office of the Inspector General's team has been reconfigured and sent to address issues related to Hurricane Sandy in New Jersey. More than likely, DEMA will receive another short notice request to perform a programmatic audit. The inspections of states are being driven due to occurrences of improper spending, thefts, and transfer of commodities outside of the awarded state.

5. **Open to Floor**

There were no comments from the floor. The meeting adjourned at 2:34 p.m.

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Next Meeting - the meeting for May is cancelled. The next meeting will be June 10, 2013 at 1:30 p.m. in the DEMA Training Room.



JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group
Attachments: Attendance Roster

Note: All Meeting Handouts are available upon request.

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| MEETING ATTENDANCE ROSTER | |
|---|---|
| Name | Agency |
| Voting Members | |
| Jamie Turner | Chairman |
| Absent | Delaware State Police, LE Co-Lead |
| Absent | Delaware National Guard, DNG Lead |
| Mayor Carleton Carey | Delaware League of Local Governments, GA Lead |
| Robert Newnam | Delaware Fire School, T&E Lead |
| Daniel Hall | Police Chiefs Council |
| Dave Carpenter | NCC Emergency Management |
| Absent | KC Emergency Management |
| Absent | Wilmington Emergency Management, EMA Lead |
| Absent | SC Emergency Management, SEMA Lead |
| Dwayne Day | DeIDOT, PW proxy |
| Suzanne Raab-Long | DE Healthcare Association, HC Lead |
| Tim Sexton | DHSS, Division of Public Health, PH Lead |
| Ellen Malenfant | DNREC, HZ Lead |
| Kevin Sipple | Public Safety Communications, PSC Lead |
| Dave Mick | Emergency Medical Services, EMS Lead |
| Sandra Alexander | Department of Technology & Information, CS Lead |
| Absent | Department of Agriculture, AG Lead |
| Bob George | Citizen Corps, CCP Lead |
| Allen Metheny | Delaware Volunteer Firefighter's Association, FS Lead |
| Summer Bowman | Department of Motor Vehicles, DMV proxy |
| Absent | Delaware State Police, LE Training & Exercise Lead |
| Working Group Members & Guests | |
| Kurt Reuther | Department of Safety & Homeland Security |
| Bobby Schoonover | SC Emergency Medical Services |
| Kami Beers | Department of Motor Vehicles |
| Mike Chionchio | Office of the State Fire Marshal |
| Joe Wessels | Delaware League of Local Governments |
| Earle Dempsey | Department of Technology & Information |
| Delaware Emergency Management Agency Staff | |
| Jennifer Dittman | Terrorism Preparedness Supervisor |
| James Cabbage | NIMS/IMT Coordinator |
| Will Hayes | Terrorism Preparedness Planner |
| Ron Price | Terrorism Preparedness Purchaser |